

Community Development Advisory Commission Meeting
October 5, 2006

The Community Development Commission met on Thursday, October 5, 2006 in the City Council chambers located at 221 East Main Street, Round Rock, Texas. The meeting was called to order at 6:38 pm. The following commissioners were present for roll call: Karen Adair-Murphy, Dina Schaefer, Steve Laukhuf, Lee Moore, and Martha Chavez. Rodney Howard and Ricardo Guzman were absent.

3. Approval of Minutes: September 7, 2006

The chair called for a motion to approve the September 7, 2006 minutes. Commissioner Murphy noted a correction for Item 4.A., Nominations for Chair: Rodney Howard nominated Dina Schaefer, not Karen Adair-Murphy. The following vote also reflected the same information.

Motion: Commissioner Chavez moved to approve the September 7, 2006 minutes as amended. Motion was seconded by Commissioner Murphy.

Vote:	Ayes:	Dina Schaefer
		Karen Adair-Murphy
		Lee Moore
		Martha Chavez
		Steve Laukhuf
	Noes:	None
	Absent:	Rodney Howard
		Rick Guzman
	Abstain:	None

Motion carried unanimously.

Item 4: Discussion regarding Integrated Disbursement Information System (IDIS) reports for program status year ending September 30, 2006.

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Ryan provided a draft report of all the consolidated plan projects. Approximately \$200,000 may be available for reprogramming as a result of old activities closing out under the committed amount. Any reprogrammed funds will be used for activities other than public services or administration.

There was additional discussion regarding the various types of reports that could be prepared for the Commission on a monthly or quarterly basis. Staff will continue to provide reports to the Commission so it monitor the activity of all funded projects. Ryan noted that the IDIS system could produce many reports, but not all pertained to the CDBG program. Examples of the different reports would be made available so the Commission could choose the ones it felt would be most useful.

Commissioner Murphy requested a historical funding report on each agency who has received CDBG funding. Ryan explained that the IDIS system cannot produce reports by agency, but these reports can be produced internally through the city's tracking system.

There was also discussion regarding a consolidated plan amendment that would allow Habitat for Humanity to apply for land acquisition funding. Ryan said she would present that as a future agenda item to authorize the 30 day comment period.

Item 5: Overview of 2006-2007 Community Development Block Grant (CDBG) program.

The information for this item could not be accessed during the meeting due to a network malfunction. This item will be brought back.

Staff will also update the Commission on the Home Repair Program.

Item 6: Consider establishing subcommittee for 2007-2008 CDBG

Applications review.

This item was requested by the Chair. Staff is proposing to start the application process in January, 2007. Applications will be available during February, with the review being held in March, moving the current system up by one month.

Commissioner Laukhuf asked if the process could start earlier, possibly in December or November. Ryan explained that the reason for the current timeframe is that cities do not receive funding information from HUD until late December or early January, and sometimes later. However, applications could be taken without knowing that information.

Before applications can be taken, a community needs assessment must be done to determine where the money should be spent. The needs assessment process can take up to 90 days, but the longer it takes, the further out the application process is moved. The needs assessment process done by staff involves a series of public hearings held at different locations: schools; the library; before the CDC Commission; City Council; neighborhood associations; senior activity centers; the Housing Authority; or any other public forums that are most convenient to the public.

Ryan discussed the process involved to develop the annual plan.

Laukhuf asked someone would like to chair this committee and work with Ryan on a timeline to get reprogrammed funds back into the private sector and also develop a more comprehensive needs assessment. Commissioner Murphy offered to chair the subcommittee. Commissioners Moore and Schaefer volunteered for the subcommittee.

Item 7: Consider establishing subcommittee for developing public/private partnerships.

There were two examples of homes that needed extensive repairs provided to the Commission. These homes did not meet the HUD criteria for repair, but could be demolished and reconstructed; however, the City does not have the construction funds (HOME) for this. It would be possible, with a private partnership, to repair these homes. Laukhuf used these examples to demonstrate how this subcommittee could bring together the private/public sector to leverage CDBG dollars.

Commissioner Murphy nominated Commissioner Moore to chair this subcommittee. The nomination was seconded by Commissioner Schaefer. Commissioner Laukhuf invited the other commissioners to work with Commissioner Moore.

8. Adjournment:

Commissioner Schaefer thanked staff for responding to requests for information and keeping up with the work load.

Commissioner Chavez reminded everyone that October was Breast Cancer Awareness Month.

Commissioner Adair-Murphy had no comments.

Commissioner Laukhuf reminded everyone that the Coats for Kids drive is on during the month of October. The goal is to raise 3,500 coats. Over 9,000 vouchers will be issued for coats.

Commissioner Moore had no comments.

Being no further business discussion, the meeting adjourned at 8:30 pm
Respectfully submitted,

Mona Ryan,
Community Development Coordinator